



# ELECTRONIC FUNDS TRANSFER PROGRAM

Fast  
Reliable  
Efficient  
Convenient

*INFORMATION GUIDE*

## ***For Assistance . . .***

If you have questions regarding the Electronic Funds Transfer (EFT) program,  
please call the EFT Unit between the hours of 8:00 a.m. and 5:00 p.m.,  
Pacific Time, Monday through Friday, at:

**(916) 654-9130**

**FAX (916) 654-7441**

Or write to the following address:

Attn: EFT Unit, MIC 15  
EMPLOYMENT DEVELOPMENT DEPARTMENT  
P.O. Box 826880  
Sacramento, CA 94280-0001

**Please direct all general tax filing questions to the local  
Employment Tax Customer Service Office listed in your telephone directory**

EDD, an equal opportunity employer/program, is a partner in this publication. Special requests for alternate formats need to be made by calling the above information number.

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## I. INTRODUCTION

Electronic Funds Transfer (EFT) is a method of instructing financial institutions to transfer money from one account to another electronically, eliminating the use of paper checks. Transfers can be initiated by telephone or through the use of a personal computer with modem.

You can eliminate manual paper processing and the errors associated with it when making payments by EFT. EFT filers are not required to file a Payroll Tax Deposit (DE 88) coupon when reporting the following funds:

- State disability insurance (SDI) and personal income tax (PIT) deposits
- Unemployment insurance (UI) and employment training tax (ETT) payments
- Self-assessed penalty and interest (P & I) payments

You will also reduce costs, including those associated with check processing, reconciliation, and postage, as well as realize a faster response to inquiries regarding the status of your tax payments.

### BACKGROUND

Electronic funds transfers have been used for many years by the federal government and private business. Examples are direct deposits of Social Security payments and employees' wages.

With the passage of Senate Bill (SB) 467 (Chapter 473, Stats. 1991), California began to administer EFT for state tax payments (effective January 1, 1993). SB 467 required the following departments to begin EFT programs for taxpayers who meet specific criteria for the taxes listed below:

**Board of Equalization** - Sales and Use Tax

**Employment Development Department (EDD)** - Disability Insurance and Personal Income Tax Withholdings

**Franchise Tax Board** - Bank and Corporation Taxes

In 1993, Assembly Bill (AB) 2055 (Chapter 661, Stats. 1993) authorized the California Department of Insurance (effective January 1, 1994) to implement an EFT program.

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## II. PROGRAM PARTICIPATION

### MANDATORY PARTICIPATION

You are required to remit your taxes by EFT if your SDI and PIT tax deposits **averaged** \$20,000 or more during the prior state fiscal year (July 1 to June 30). Mandatory employers **are required** to remit all SDI and PIT deposits by EFT for the complete calendar year **regardless of the dollar amount**. Failure to do so will result in a 10 percent non-compliance penalty (plus interest) on SDI and PIT deposits remitted by any payment method other than EFT.

EDD will review each employer's SDI and PIT withholding deposits annually to identify which employers have met the requirement for mandatory EFT filing for the next calendar year. Employers that meet the requirement for the first time **will be** notified by October 31, prior to the year of EFT participation and will be sent an information package to register for EFT filing. Employers who have met the requirement in the preceding calendar year **will not** be issued a new notice. If you are notified but believe you do not meet the requirement, contact EDD's EFT Unit at (916) 654-9130.

If you have been identified as a mandatory EFT filer and are represented by a reporting agent, payroll service, or accounting firm, **you are responsible for informing them that you are required to remit your SDI and PIT deposits by EFT.**

### EMERGENCY PROCEDURE FOR MANDATORY FILERS ONLY

If you are a mandatory EFT filer and are unable to make a timely payment by the ACH debit or ACH credit method, the EFT Unit may authorize a payment by **Fedwire**. Contact the EFT Unit at (916) 654-9130 **before** you initiate a Fedwire for authorization. You will receive information concerning initiation and receiving fees, which you are responsible for. In addition, the EFT Unit will fax you a Wire Transfer Payment Request to forward to your financial institution for the initiation of your Fedwire. If you make a Fedwire payment and you make a mistake, you must contact your financial institution on the same day for their correction procedures.

### VOLUNTARY PARTICIPATION

If you are not identified as a mandatory participant but would like to voluntarily remit your DE 88 deposits by EFT, please complete an Authorization Agreement (DE 26). When your DE 26 is approved, we will mail a letter confirming the payment method you selected and provide you the effective date of your participation. Voluntary participants may submit a DE 88 coupon and check without being subject to non-compliance penalty.

### WITHDRAWAL FROM EFT

Voluntary participants who wish to withdraw from the EFT program must provide a written request to EDD's EFT Unit. A written confirmation of your withdrawal from the program will be mailed to you.

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### III. PAYMENT OPTIONS

There are two reporting methods for making EFT payments:

- Automated Clearing House (ACH) debit
- Automated Clearing House (ACH) credit

After you decide on a payment method, you must complete an EFT Authorization Agreement (DE 26). See the Registration Section (page 6) for more information on how to register for EFT.

#### ACH DEBIT

##### DEFINITION

The ACH debit method allows you to transfer funds by authorizing the state to electronically debit your bank account for the amount(s) you report to the state's data collector.

##### COST

**The state pays the cost for you to report an ACH debit transaction.** You will be responsible for the fees, if any; your financial institution may charge you for the *actual transfer of funds*.

##### SECURITY

When you report your first payment to the data collector, **you must change your assigned temporary security code to a four-digit numeric code of your choice** (refer to Appendix A for instructions). Follow the system prompts to establish your security code. This will be the security code you use thereafter when reporting your payments. Your security code is not shared with the State of California and can be changed at any time.

If you have lost or forgotten your security code, contact the EFT Unit at (916) 654-9130 for assistance.

##### HOW TO REPORT A PAYMENT

You may communicate with the data collector by dialing their toll-free telephone number or by personal computer with modem (refer to page A-4 for information on using a personal computer with modem).

You will report the following information:

- Tax Department
- EDD Employer Account Number
- Security Code
- Tax Type Code
- Payroll Date/Quarter End Date
- Fund Breakdown
- Total Payment Amount

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When you complete the transaction, the data collector will provide a reference number that is used for tracing your payment. The data collector then initiates the ACH transaction.

Detailed information and a sample script for making your deposit by telephone are provided in Appendix A.

#### WHEN TO REPORT A PAYMENT

You may call the data collector at any time to report your payment. The service is available 24 hours a day, 7 days a week. Calls that are completed before 3:00 p.m., Pacific Time, can settle as early as the following banking day. Calls completed after 3:00 p.m., Pacific Time, cannot settle before the second banking day following your call. Refer to the table on page 8 for timely deposit dates.

#### CANCELLATIONS AND INQUIRIES

You may cancel or inquire about a reported transaction if you call the data collector before 3:00 p.m., Pacific Time, the day before your transaction will settle. If you cancel a transaction, you will be given a reference number as proof of your cancellation.

#### WAREHOUSING PAYMENTS (OPTIONAL)

You may report payment information to the data collector up to 60 days before the payment settlement date. If you select this option, you will be prompted for the bank date you wish to have your bank account debited. This is also the date your payment will **settle** into the state's account.

**Note:** A bank account number change reported to EDD after a payment has been warehoused will affect which bank account is debited when the warehoused payment settles. The bank account number that is registered at the time the payment goes out for settlement will be charged.

### ACH CREDIT

#### DEFINITION

The ACH credit method allows you to transfer funds by instructing your financial institution to debit your bank account and transfer those funds to the state's bank account.

#### COST

**You must pay all costs charged by your financial institution for initiating ACH credit transactions.**

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RECORD  
FORMAT  
REQUIREMENTS

To report your tax payment correctly, your payment must be originated using the Cash Concentration or Disbursement Plus Tax Payment Addenda (CCD+/TXP) format. This standard format has been adopted for tax payments by the National Automated Clearing House Association (NACHA). The free-form portion of the TXP Addenda Record must be precisely structured as shown in the TXP Addenda Convention layout provided in Appendix B, page B-4.

HOW TO  
REPORT A  
PAYMENT

Since your financial institution will originate your payment, contact them for specific procedures to report a tax payment.

You must provide them with the ACH CCD+/TXP record formats and EDD's bank account information that will be provided to you after you have registered for EFT.

If you are making payments to more than one California state department, **it is important to note that each tax department has its own bank account number** and requests different tax information for the "free-form area" of the TXP Addenda Record.

WHEN TO  
REPORT A  
PAYMENT

ACH credit filers may need one additional processing day for their payments to settle timely. Check with your financial institution for information regarding their cutoff times for initiating payments. Refer to the table on page 8 for timely deposit dates.

CANCELLATIONS,  
CORRECTIONS,  
AND INQUIRIES

To cancel, correct, or inquire about an ACH credit transaction, contact your financial institution for assistance.



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## IV. REGISTRATION

### HOW TO REGISTER

To begin remitting your tax deposits by EFT, submit a completed EFT Authorization Agreement (DE 26) to EDD's EFT Unit. Once EDD processes your DE 26, a letter will be sent to you confirming the payment method you have selected and the effective date you may begin filing by EFT.

The DE 26 may be obtained by calling the EFT Unit or your nearest Employment Tax Customer Service Office (refer to the state government pages of your local telephone directory). The DE 26 is also accessible on the EDD's Internet site at <http://www.edd.ca.gov>.

### CHANGING FINANCIAL INSTITUTIONS OR PAYMENT METHODS

To change your bank account number (ACH debit only) or your payment method, you must complete a new DE 26 and check the appropriate box labeled "Change EFT Payment Method" **or** "Change Bank Account" at the top of the form. Changes must be reported to EDD at least five business days prior to your next payment due date.

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## V. GENERAL INFORMATION

PROOF OF PAYMENT	Your proof of payment is the account statement from your financial institution showing the actual transfer of funds from your bank account into the state's bank account. The reference number (ACH debit) or bank statement reference number (ACH credit) <b>does not</b> constitute proof of payment. Reference numbers only assist in locating your data transmission.
NON-COMPLIANCE PENALTY	If you are a mandatory EFT filer and remit a SDI/PIT deposit by a check and DE 88 coupon, a penalty of 10 percent of the tax deposit amount plus interest will be charged.
LATE PENALTY	If an EFT transaction does not settle timely, a penalty of 10 percent of the tax payment amount plus interest will be charged.
PENALTY AND INTEREST PAYMENTS	<p>If you fail to remit your payment on time and you have not received an Employer Account Statement (DE 2176), you may make your self-assessed penalty and interest payment by EFT. <b>If you have received a DE 2176 for penalty and interest due, remit your payment by check with the return portion of the DE 2176, if you are a voluntary EFT filer.</b></p> <p>If you report a late tax payment and wish to pay your <b>self-assessed</b> penalty and interest at the same time, you must initiate two separate transactions. Be sure the payroll date/quarter-end date on your penalty and interest payment reflects the original payroll date/quarter-end date for the late payment you are paying, not the current payroll date/quarter-end date.</p> <p>For assistance in computing penalty and interest, contact your local Employment Tax Customer Service Office. Refer to the local telephone book for a listing of offices.</p>
REFUNDS	To claim a refund for an EFT payment, contact the EFT Unit at (916) 654-9130 or EDD's Contribution Adjustment Group at (916) 464-0646.

**TIMELY  
DEPOSIT  
DATES**

The timeliness for an EFT payment is determined by the settlement date (date the payment settles into the state's bank account) of the payment, which must normally be the next banking day following the due date. Refer to the schedule below for timely dates

CALIFORNIA DEPOSIT REQUIREMENTS					
IF YOUR DEPOSIT SCHEDULE IS*	AND YOU HAVE ACCUMULATED STATE PIT WITHHOLDING	SDI AND PIT DEPOSIT REQUIRED	IF PAYDAY IS	DUE DATE	LAST TIMELY SETTLEMENT DATE
Next Banking Day	\$400 or less	No	N/A	N/A	N/A
Next Banking Day	More than \$400	Yes	N/A	Next Banking Day	Third banking day following the payroll date
Semi-weekly	\$400 or less	No	N/A	N/A	N/A
Semi-weekly	More than \$400	Yes	Wed., Thur., or Fri.	Following Wed.	Following Thur.
Semi-weekly		Yes	Sat., Sun., Mon., or Tue.	Following Fri.	Following Mon.
Monthly	\$400 or less	No	N/A	N/A	N/A
Monthly	More than \$400	Yes	N/A	15 <sup>th</sup> of the following month	16 <sup>th</sup> of the following month
Quarterly	Less than \$350	No	N/A	Last day of the month following the end of the quarter	First day of the second month following the end of the quarter
Quarterly	\$350 or more	Yes	N/A	15 <sup>th</sup> of the following month	16 <sup>th</sup> of the following month

\*Based on Federal Deposit Schedule

If a deposit due date or last timely settlement date falls on a Saturday, Sunday, or legal holiday, the last timely settlement date is extended to the next business day.

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HOLIDAYS  
AND  
WEEKENDS

The Employment Development Department follows the holiday schedule listed below. If a holiday falls on Saturday, the preceding Friday is considered a bank holiday. If a holiday falls on Sunday, the following Monday is considered a bank holiday.

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Lincoln's Birthday	February 12
Presidents' Day	Third Monday in February
Cesar Chavez Day	March 31
Good Friday	Friday Preceding Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
California Admission Day	September 9
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day	December 25

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## **VI. APPENDIX A ACH DEBIT INSTRUCTIONS**

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## ACH DEBIT INSTRUCTIONS

The following pages explain how to report your EFT tax payment transaction. We have provided a script of telephone prompts you will be given during your call to the data collector.

### BEFORE YOU CALL

The following information is needed before initiating your ACH debit transactions:

- 1) **Employer Account Number** – This is your eight-digit EDD account number.
- 2) **Security Code** – After you have registered to make ACH debit payments, you will receive a temporary security code. Prior to reporting your first payment, you must change your temporary security code to your own confidential four-digit numeric code by calling the data collector at (800) 554-7500. Follow the prompts to establish your security code. You may change your security code at any time.

If you have lost or forgotten your selected security code, contact the EFT Unit at (916) 654-9130 for assistance.

- 3) **Tax Type Code** –

#### **SDI/PIT Deposits**

- 01100 — Semi-weekly deposit
- 01101 — Monthly deposit
- 01102 — Next banking day deposit
- 01104 — Quarterly deposit

#### **UI/ETT Payment**

- 01300 — Quarterly payment

#### **Self-Assessed Penalty/Interest (P & I)**

- 20000 — Self-assessed P & I payment

4) **Tax Date –**

- For semi-weekly, monthly, or next banking day deposits (SDI/PIT), indicate your **payroll date** as MMDDYY.
- For quarterly SDI/PIT deposits and quarterly UI/ETT payments, indicate your **quarter-end date** as MMDDYY.
- For Penalty & Interest payments, indicate your **payroll date** as the original payroll date/quarter-end date for the late payment you are paying, not the current payroll date/quarter-end date.

5) **Amounts for –**

- SDI and PIT
- UI and ETT
- Penalty and Interest

The operator will prompt you for taxes based on the tax type code you have entered. The total tax amount must equal the total of the two taxes you are paying. **Credit amounts are not accepted.**

- 6) **Warehouse Debit Date** – You may warehouse your payment up to 60 days by entering a future date when prompted for the debit date. The warehoused date will be the date your bank account will be debited and the date your payment will settle into the state's account.

**Note:** This date determines the timeliness of your payment. Please verify the timely settlement date for your payment before you warehouse your payment.

- 7) **Verification Code** - This code is a mathematical calculation that helps ensure the accuracy of the amounts being remitted. Your code must equal the system-generated code calculated by the data collector for the transaction to be completed.

**Note: The verification code will not identify transposed numbers.**

**Example:** Assume a tax payment of \$75,150.55

- Total all digits in the tax payment:  
 $7 + 5 + 1 + 5 + 0 + 5 + 5 = 28$
- Count the number of digits in your tax payment:  
 $7, 5, 1, 5, 0, 5, 5 = 7$
- Add a + b. In this example, the verification code is:  
 $35 (28 + 7)$

ITEMS TO  
REMEMBER

- Press the pound sign (#) after each entry.
- The data you input will be repeated after each entry. After the data is repeated, press (#) if correct, or (\*) if incorrect.
- Each tax type code is a separate transaction.
- Do not add dollar signs or decimals.
- If no tax amount is due for a refund, enter 0 (zero).
- You cannot make a zero dollar deposit.
- Press the star (\*) key three times at any time during the recording to transfer to an operator.
- The temporary security code must be changed prior to reporting your first payment.
- If you make three errors during a transaction, the system will automatically refer you to an operator.

TELEPHONE  
SCRIPT**Call (800) 554-7500**

1. "WELCOME TO THE CALIFORNIA EFT SYSTEM. If you are calling from a touch-tone phone, please press 1 now. If you have a rotary phone, please hold the line for operator assistance."
2. "To expedite your call, please press the pound sign (#) after each entry and after the system repeats your entry. If your entry or what you hear is NOT correct, press the star key (\*) and the system will re-prompt that field. At any time during the recording, you may press the star key (\*) three times to transfer to an operator."
3. "For BOE, press 1. **For EDD, press 2.** For FTB, press 3. For CDI, press 4, for PERS, press 5, and for SCO, press 6."
4. "To report a tax payment, press 1.  
To perform a cancellation or inquiry, press 2.  
To change a security code, press 3."

***Continued on next page***



(Continued)  
TELEPHONE  
SCRIPT

5. "Enter your 8-digit EDD Employer Account Number."
6. "Enter your Security Code."
7. "Enter your Tax Type Code."  
– Refer to page A-1 for a list of tax type codes.
8. "Enter your Payroll Date/Quarter-End Date."  
– The prompt will ask for the date based on the tax type code entered.

If you entered tax type codes 01100, 01101, 01102, or 2000 in step 7, enter the payroll date.

If you entered tax type codes 01104 or 01300 in step 7, enter the quarter-end date. Valid dates are 0331YY, 0630YY, 0930YY, and 1231YY.

9. "Enter your (disability insurance/unemployment insurance/penalty) amount." The prompt will ask for the amount based on the tax type code entered.
10. "Enter your (personal income tax/employment training tax/interest) amount." The prompt will ask for the amount based on the tax type code entered.
11. "Enter your total payment amount."
12. "Enter your verification code."
13. "Enter the date you would like your bank account debited."  
Use MMDDYY format.  
  
This step is optional. If you are not warehousing your payment, press#.
14. "Tax report accepted. Your reference number is \_\_\_\_\_.  
Please record this number for your records."
15. "To disconnect, press 1. To continue with additional functions, press 2."

***Continued on next page***

**PERSONAL  
COMPUTER (PC)**

Upon request, the state's data collector will provide a software package to ACH debit filers as another method for initiating an EFT payment. The software is a simple communication package with import and export functions. It does not provide a database or retain prior payment information. You can order the software by calling Cashtax at **(800) 662-6311**.

The minimum requirements to run this software are as follows:

- Intel-compatible PC with a 386SX processor and a minimum of 4MB RAM (486 or higher with 8MB RAM is the preferred hardware).
- MS Windows version 3.1, Windows 95, or Windows NT 4.0.
- An analog modem with a minimum capacity of 14.4 baud rate.
- A minimum of 7MB of available hard-disk space.

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## **APPENDIX B**

### **ACH CREDIT INSTRUCTIONS**

## ACH CREDIT INSTRUCTIONS

Your financial institution can tell you if any special equipment is required to report a payment.

ACH credit transactions must be transmitted in the NACHA approved Cash Concentration or Disbursement Plus Tax Payment Addenda (CCD+/TXP) format. The following pages contain the NACHA record formats. Each format has technical information needed by your financial institution and the state to process your ACH credit payment. **If you choose the ACH credit method, please give your financial institution a copy of pages B-2 through B-6.**

### BEFORE YOU INITIATE YOUR PAYMENT

Please refer to page B-4 for the TXP Addenda Convention record format. This represents the layout of the information your financial institution will transmit with your tax payment. The information below will assist you in providing your financial institution everything needed to complete the record.

1. **Taxpayer ID#** — This is your eight-digit EDD employer account number.
2. **Tax Type Code — SDI/PIT Deposits**
  - **01100** — Semi-weekly deposit
  - **01101** — Monthly deposit
  - **01102** — Next banking day deposit
  - **01104** — Quarterly SDI/PIT deposit

#### **UI/ETT Payment**

- **01300** — Quarterly UI/ETT payment

#### **Self-Assessed Penalty/Interest (P & I)**

- **20000** — Self-assessed P & I payment

3. **Tax Date** —
  - For semi-weekly, monthly, or next banking day deposits (SDI/PIT), indicate your **payroll date** as YYMMDD.
  - For quarterly SDI/PIT deposits and quarterly UI/ETT payments, indicate your **quarter-end date** as YYMMDD.
  - For penalty and interest payments, indicate your payroll date as the original payroll date/quarter-end date for the late payment you are paying, not the current payroll date/quarter-end date. Use YYMMDD format.
4. **Amounts for** —
  - SDI and PIT
  - UI and ETT
  - P and I

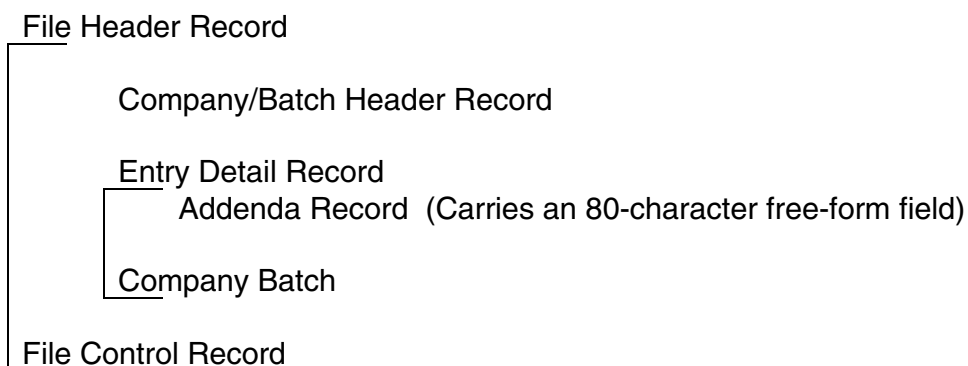
The total tax amount must equal the total of the two tax types you are paying. **Credit amounts are not accepted.**

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## INFORMATION FOR YOUR FINANCIAL INSTITUTION

### NACHA RECORD FORMATS FOR CCD+ ENTRIES

National Automated Clearing House Association record formats for CCD+ entries flow in the following order:



For more specific information on NACHA formats, specifications, and definitions, you may refer to the NACHA rule book. You may obtain a copy of the NACHA rule book from your financial institution or Western Payment Alliance at (415) 433-1230.

## CCD+ TRANSACTION ENTRY DETAIL RECORD

FIELD	DATA ELEMENT NAME	CONTENTS	LENGTH	POSITION
1	Record Type Code	"6"	1	01-01
2	Transaction Code	Numeric	2	02-03
3	* Receiving DFI Identification	"12200049"	8	04-11
4	Check digit	"6"	1	12-12
5	** DFI Account Number	Alphanumeric	17	13-29
6	Amount	\$\$\$\$\$\$\$cc	10	30-39
7	*** Taxpayer ID #	Numeric	15	40-54
8	Individual Name	Your Business Name	22	55-76
9	Discretionary Data	Alphanumeric	2	77-78
10	Addenda Record Indicator	Numeric	1	79-79
11	Trace Number Indicator	Numeric	15	80-94

\* Fields 3 and 4 contain the routing transit number for EDD's bank. The bank's name and address is: **Union Bank of California, P.O. Box 24512, Oakland, CA 94623-1512.**

\*\* This field contains EDD's bank account number.

\*\*\* This field contains your EDD eight-digit employer account number.

## TXP ADDENDA CONVENTION

FIELD	FIELD NAME	LENGTH	CONTENTS
	Segment Identifier		TXP
	Separator		*
1	Taxpayer ID#	8	XXXXXXXX
	Separator		*
2	* Tax Type Code	5	XXXXXX
	Separator		*
3	Date	6	YYMMDD
	Separator		*
4	Amount Type	1	T
	Separator		*
5	Amount	1-10	\$\$\$\$\$\$\$\$cc
	Separator		*
6	Amount Type	1	T
	Separator		*
7	Amount	1-10	\$\$\$\$\$\$\$\$cc
	Separator		*
8	Amount Type	1	T
	Separator		*
9	Amount	1-10	\$\$\$\$\$\$\$\$cc
	Separator		*
10	Taxpayer		
	Verification #	1-6	XXXXXX
	Terminator		\

**\* For State Disability Insurance and Personal Income Tax Withholdings**

01100 - Semi-Weekly Deposit

01101 - Monthly Deposit

01102 - Next Banking Day Deposit

01104 - Quarterly SDI/PIT Deposit

**Unemployment Insurance and Employment Training Tax**

01300 - Quarterly UI/ETT Payment

**Self-Assessed Penalty and Interest**

20000 - Penalty and Interest Payment

## DESCRIPTION OF THE TXP RECORD FIELDS

<u>Field #</u>	<u>Description</u>
1	This field contains the taxpayer's EDD employer account number. <b>Do not add hyphens or spaces between numbers.</b>
2	This field contains the code for the type of payment being made. Use one of the following codes:  <b>01100</b> -for semi-weekly SDI/PIT deposits  <b>01101</b> -for monthly SDI/PIT deposits  <b>01102</b> -for next banking day SDI/PIT deposits  <b>01104</b> -for quarterly SDI/PIT deposits  <b>01300</b> -for quarterly UI/ETT payments  <b>20000</b> -for self-assessed penalty and interest payments
3	This field contains the tax date for which the taxpayer is remitting.  For semi-weekly, monthly, next banking day, and self-assessed penalty and interest payments, enter the <b>payroll date</b> in YYMMDD format.  For quarterly SDI/PIT deposits and quarterly UI/ETT payments, use the <b>quarter-end date</b> . Valid dates are March 31, June 30, September 30, and December 31 in YYMMDD format.
4	This field contains the amount type "T" for the first amount.
5	This field contains the first dollar amount being remitted. Do not add dollar signs or decimals. If no tax amount is due, enter 0.  For tax type codes 01100, 01101, 01102, or 01104, enter your <b>state disability insurance</b> amount.  For tax type code 01300, enter your <b>unemployment insurance</b> amount.  For tax type code 20000, enter your <b>penalty</b> amount.

***Continued on next page***



## DESCRIPTION OF THE TXP RECORD FIELDS (continued)

<u>Field #</u>	<u>Description</u>
6	This field contains the amount type "T" for the second amount.
7	<p>This field contains the second dollar amount being remitted. Do not add dollar signs or decimals. If no tax amount is due, enter 0.</p> <p>For tax type codes 01100, 01101, 01102, or 01104, enter your <b>personal income tax</b> amount.</p> <p>For tax type code 01300, enter your <b>employment training tax</b> amount.</p> <p>For tax type code 20000, enter your <b>interest</b> amount.</p>
8	This field contains the amount type "T" for the total amount.
9	This field contains the <b>total dollar</b> amount of the remittance. Do not add dollar signs or decimals.
10	This field is reserved for EDD's use; leave blank or zeros fill.

*Below is an **example** of a record transmitted for an EDD tax payment:*

705TXP\*11111111\*01100\*001231\*T\*0000459204\*T\*0000960185\*T\*0001419389\*000000\

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## **APPENDIX C GLOSSARY OF TERMS AND ACRONYMS**

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## GLOSSARY OF TERMS AND ACRONYMS

ACH	Automated Clearing House (ACH) means any Federal Reserve Bank or other entity that operates as a clearing house for electronic debit or credit entries pursuant to an agreement with an association which is, in turn, a member of the National ACH Association.
ACH Credit	ACH credit is a method by which monies are transferred electronically through the ACH network. ACH credit means an ACH transaction in which taxpayers, through their own bank, originate transactions debiting their own bank account and crediting the state's bank account for the amount of the tax payments.
ACH Debit	ACH debit is a method by which monies are transferred electronically through the ACH network. ACH debit means an ACH transaction in which the state, through its depository bank, originates an ACH transaction debiting the designated taxpayer's bank account and crediting the state's bank account for the amount of the tax payment.
Business Day	A business day is any banking day except those that the Internal Revenue Service observes as a holiday (see page 9 for the list of observed holidays).
CCD+	Cash Concentration or Disbursement Plus Addenda (CCD+) is a standard addenda entry for ACH credit or debit transactions.
Data Collector	The data collector is responsible for the collection of the taxpayer's payment information for ACH debit transactions.
EFT	Electronic Funds Transfer (EFT) is a generic term used to describe any ACH or wire transfer.
Fedwire	Fedwire a wire transfer system provided by the Federal Reserve System that has same-day finality and primarily carries large-dollar amounts instantaneously.
FRB	The Federal Reserve Bank (FRB) is the central banking system of the United States. It consists of twelve regional reserve banks and those member depository institutions that are subject to reserve requirements.
Initiation Date	The date an EFT filer instructs a financial institution or the state's data collector to process a transfer of funds.

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NACHA	The National Automated Clearing House Association (NACHA) is the association that establishes the standards, rules, and procedures that enable depository financial institutions to exchange ACH payments on a national basis.
Reference Number	A number provided by the data collector to callers using the ACH debit method. The number is given after a caller has provided the information needed to report a payment and can be used to aid the data collector in tracing a payment.
Settlement Date	The date and exchange of funds with respect to an entry is reflected on the books of the Federal Reserve Bank(s).
TXP	The Tax Payment (TXP) Banking Convention Record Format is used with the NACHA CCD+ application. It contains the DE 88 information needed to process your payment.
WAREHOUSING	The electronic storage of debit or credit transactions by an ACH operator or financial institution.